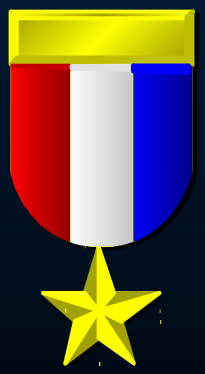
HQMC Awards Board



The Electronic Processing System

for Military Awards

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Executive Summary

The HQMC Awards Board, in its original state, was not fulfilling the mission requirements as anticipated at its inception: To enable the *entire* Marine Corps accessibility to an awards processing system that can be utilized by all levels (originator-company-battalion-regiment-division- force- HQMC) for the processing, submission and storage of all personal and Unit award recommendations.

An internet-based system was proposed, developed, tested, and is now ready for

Background

Where we are now

HQMC Awards Board Mission Statement

The Mission of the HQMC Awards Board is to receive, process, board and get approval within 3 days on all awards in which the CMC or SecNav is the awarding authority.

Current Means for Processing - Limitations

Under our current electronic awards processing system, a Lotus Notes based application, we ca only receive awards electronically for those commands that utilize Lotus Notes (less than 1/3 of all awards are submitted electronically). The rest of the Marine Corps sends "hard-copy" awards which are scanned in for processing. Consequently, the process is not as effective a it was designed to be.

What was developed

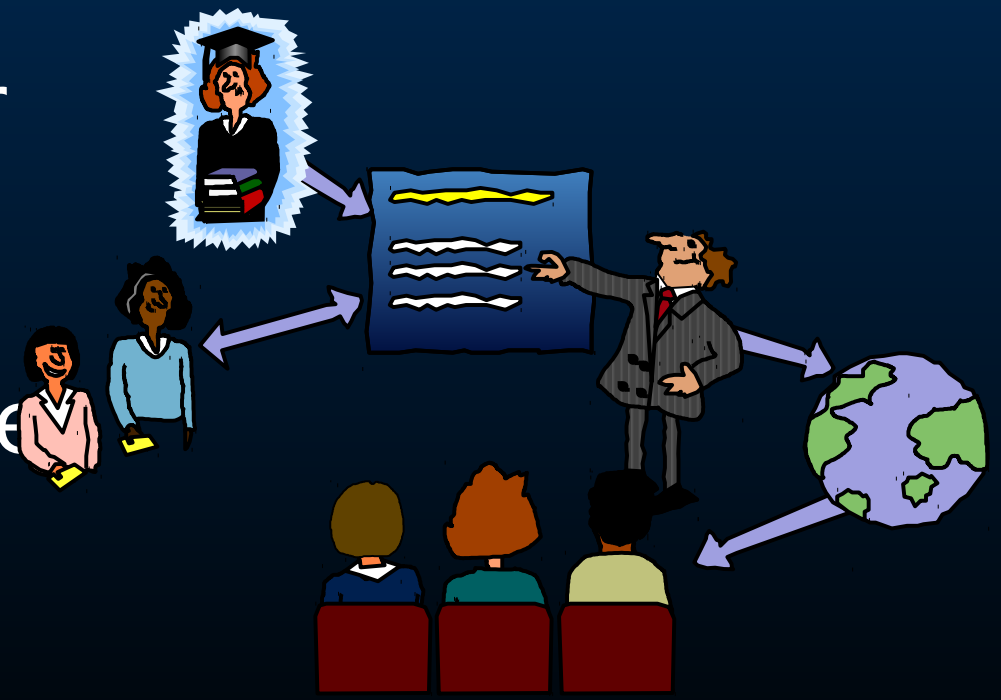
- An application was needed that utilizes internet technology (can be accessed by anyone in the Marine Corps/Navy that has Internet access) for originating, forwarding, processing and storing all personal awards. There is also a need for the ability for the award to be approved, printed, and awarded the appropriate delegated awarding authority
- The System must be password protected (privacy act info such as SSN) with this headquarters providing access to these

Target Market Overview

The Current Process

Target Market Description

When originally started, the initial targets were divisions that fall under HQMC, eventually branching out to the entire Marine Corps when the technology was in place.



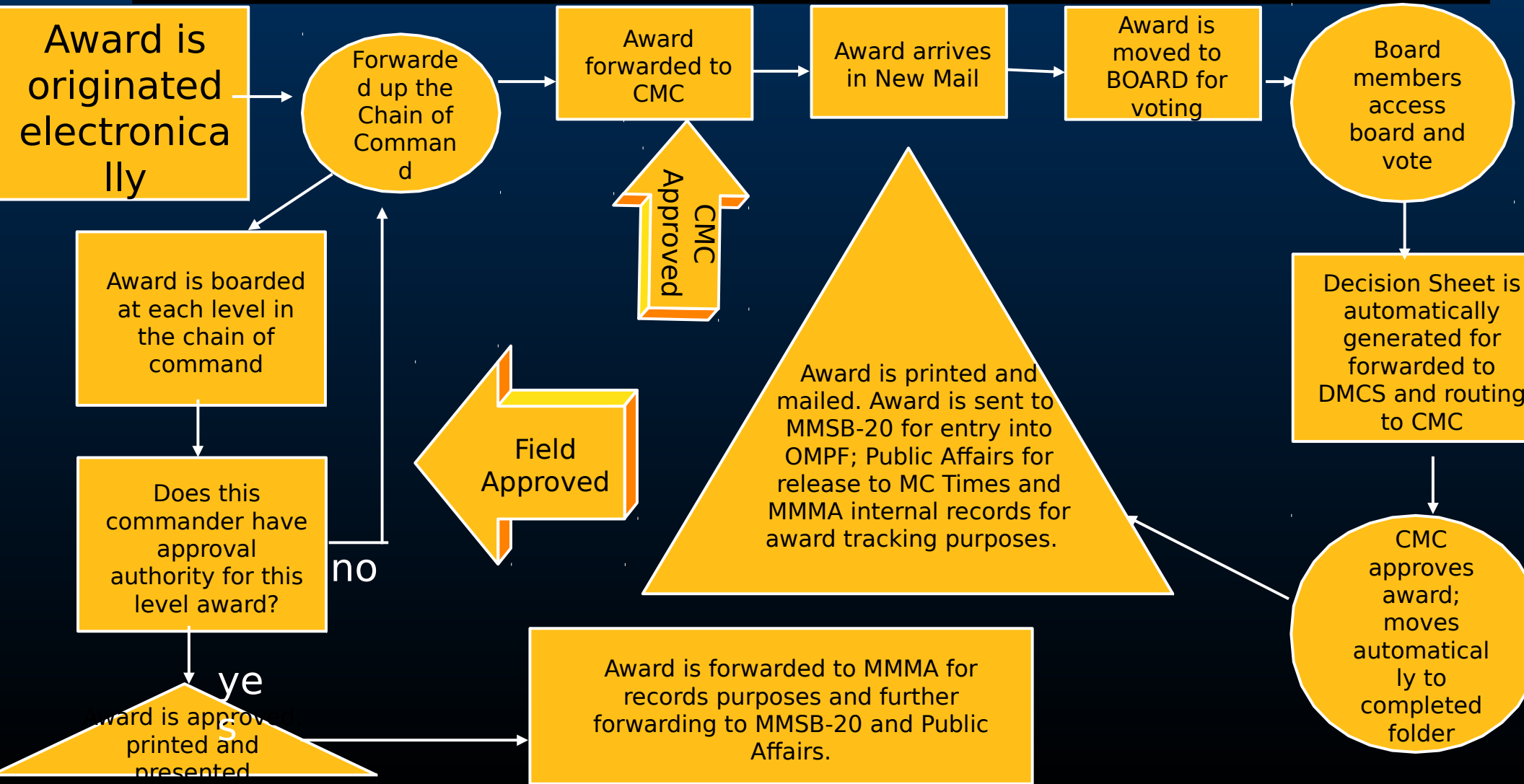
Target Market Profile

- Our Target Market will include the following:
  - All Marine Corps commands
  - All Marine Corps detachments
- The ability for commands with delegated awarding authority to process, award, store and forward a copy of the approval to this Headquarters.
- A means to compile statistics on the number of awards submitted, approved, and awarded by command.

HQMC Awards Board System Overview

Where we are going

Proposed Awards Board Process Flowchart


Award is originated electronically
Forwarded up the Chain of Command
Award forwarded to CMC
Award arrives in New Mail
Award is moved to BOARD for voting
Board members access board and vote
Award is boarded at each level in the chain of command
Does this commander have approval authority for this level award?
no
yes
Field Approved
CMC Approved
Award is printed and mailed. Award is sent to MMSB-20 for entry into OMPF; Public Affairs for release to MC Times and MMMA internal records for award tracking purposes.
Decision Sheet is automatically generated for forwarded to DMCS and routing to CMC
CMC approves award; moves automatically to completed folder
Award is approved, printed and presented
Award is forwarded to MMMA for records purposes and further forwarding to MMSB-20 and Public Affairs.

Business Rules

Detailed explanation of the Process Flowchart

Award is Originated

- The Originator prepares the electronic OPNAV 1650/3 located on the Internet Awards Board database under Submit an Award.
- The Originator prepares a Summary of Action
- The Originator prepares a Proposed Citation.

Forwarding up the Chain of Command

- The award is forwarded up the chain of command via E-MAIL. On the Website, there is a place for forwarding the award as well as a carbon copy: Recommend send cc: to yourself so you can access the award to edit it.
- If awarding authority is delegated, the award is approved, awarded and then forwarded to this headquarters for inclusion in their permanent records.
- For awards that require CMC approval, the recommendation will be forwarded to

Processing the Award I

- The HQMC Awards Board, upon receipt of the award recommendation, enters it into the database.
- The award is then assigned to a folder within the database:
  - Board: There are six boards that vote on awards on a rotating basis. We assign one board (@ 30 awards) per week .
  - Staff: Assigned pending the next available board.
  - Hold: Assigned when additional information is required.
- Board members are assigned by Precept and given access to the board that they will be working. A two week deadline is established for each Board.

Board Members Vote

- Board Members access the database.
- Members open the Board to which they have been assigned and review the individual awards.
- Board Members then vote on the level of award they believe is appropriate.
  - Members can access other board votes and read any comments that may beneficial.
  - Members can communicate with the Recorder when additional/amplifying information is

Processing the Award II

- Board votes are compiled.
- The Award is moved to the appropriate folder.
  - CMC1-CMC4: Award is at the CMC for approval.
  - SecNav: Award is at SecNav for approval.
- A Decision Sheet/Executive Summary is prepared for forwarding to CMC

Routing to the Commandant of the Marine Corps

- Award recommendations are sent via guard mail to the Director, Marine Corps Staff for routing.
  - The SgtMajMarCor reviews all enlisted awards.
- The CMC approves the awards and they are returned to MMMA.

Process Complete

- The awards are moved to the MMMA-2 folder and CMC's decision and date of decision is indicated in the database.
- The original award is given to MMMA-2 (writers) for preparation of the final certificate and citation.
- The awards are then sent back via guard mail to the DMCS for CMC signature and returned.
- The Award is mailed to the command for presentation.
- The final version of the award is then forwarded to MMSB-20 and Public Affairs.

Value Added

- There is a distinct value added to the new process that will become readily apparent once it is instituted:
  - Reduction in the amount of paper used in the processing of awards.
  - Savings in cost of FedEx and overnight deliver of award recommendations.
  - Reduced storage space for hard copy awards...can be saved and filed on disc or CD-ROM
  - Easier way to process and track the status of

Summary

- The HQMC Awards Branch, as the Commandants representative on all matters pertaining to military awards, has a responsibility to maintain the most up-to-date and user friendly process by which awards are processed.
- The establishment of the new Awards Board System will allow the Marines and Fleet Commanders the opportunity to better proces their awards and enable the HQMC Awards